



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input type="checkbox"/> New	Vendor Code		Dept.	Contract Number	
<input checked="" type="checkbox"/> Change			SC	A	
<input type="checkbox"/> Cancel					
County Department Human Services System			Dept.	Orgn.	Contractor's License No.
County Department Contract Representative Regina Dalton			Telephone 388-0241		Total Contract Amount \$50,347.00
Contract Type <input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other:					
If not encumbered or revenue contract type, provide reason: <u>Employment Contract</u>					
Commodity Code		Contract Start Date 11/16/2002	Contract End Date	Original Amount \$50,347.00	Amendment Amount
Fund AAA	Dept. DPA	Organization 000	Appr. 100	Obj/Rev Source 1010	GRC/PROJ/JOB No. 00098239
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.
Project Name Children and Families Commission			Estimated Payment Total by Fiscal Year		
Accountant			FY	Amount	I/D

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino hereinafter called the County, the Children and Families Commission, hereinafter called the Commission, and

Name

Delia Barreto

hereinafter called Contractor

Address

Address on file

Telephone

Federal ID No. or Social Security No.

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County and the Commission desire to obtain the services of the Contractor on the terms and conditions set forth in this Contract, and

WHEREAS, the Contractor has the skills and knowledge necessary to provide the services for the Commission;

NOW, THEREFORE, in consideration of mutual covenants and conditions, the parties agree as follows:

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I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

The Contractor shall perform a variety of professional accounting and auditing duties; prepare factual and analytical statements and reports; analyze and evaluate financial records; perform related duties as required.

Duties and responsibilities may include, but are not limited to, the following:

- A. Prepare a variety of detailed accounting, statistical, and narrative financial statements and reports requiring analysis and interpretation.
- B. Examine and analyze fiscal documents to ensure adherence to established internal controls; verify the accuracy of accounting records and transactions; determine the effectiveness of record keeping systems.
- C. Prepare, or supervise technical and clerical personnel in the preparation of, manual and computerized ledger entries, original entries, reconciliations, trial balances, and other fiscal record keeping work.
- D. Conduct, or assist in conducting, evaluations of proposals to include analysis of financial statements and budgets.
- E. Conduct monitoring, including on-site visits, of contracted and internal programs for financial and operational compliance; perform audits of limited scope.
- F. Make complex or difficult adjusting entries affecting several subsystems of a departmental accounting system.
- G. Recommend the installation of new or revised accounting systems, procedures, and records.
- H. Advise managerial and departmental personnel on accounting and fiscal actions and procedures.
- I. Prepare, evaluate, justify, and maintain internal budgets, and establish budgetary controls.
- J. Perform specialized accounting functions in areas such as tax and cost accounting.
- K. Travel throughout the County as required.

II. CONFLICT OF INTEREST

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict of Interest policy of the County's Personnel Rules as follows:

No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships, or close business, personal or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment providing such acts do not constitute a conflict of interest as defined herein. Contractor is also subject to the provision of California Government Code Sections 1090, 1126, 87100, and any other conflict of interest code applicable to County employment.

III. TERM

This agreement shall be effective November 16, 2002, and shall remain in effect until terminated as provided in this paragraph. Notwithstanding the foregoing, either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority, the Assistant County Administrator – Human Services System, who shall have the full authority and discretion to exercise County rights under this paragraph.

IV. COMPENSATION OF CONTRACTOR

Upon the effective date of this Contract, Contractor shall be considered a contract employee in the County's Unclassified Service.

- A. Contractor shall be hired at Step 1 of the established contract base salary range 50. Payment for such services shall be made on a biweekly basis.
- B. Except as provided in this Contract, Contractor shall receive the same economic benefits and leave accruals as are provided to employees in the Administrative Services Unit.
- C. Contractor shall participate in the County's retirement system during the term of this Contract and shall receive the same retirement system contributions as employees in the Administrative Services Unit.

V. GENERAL PROVISIONS RELATING TO CONTRACTOR

- A. Submission of hours worked shall be on the County's Time and Labor Report (TLR).
- B. If the services to be performed under this agreement require Contractor to drive a vehicle, Contractor must possess a valid California driver's license at all times during the performance of this Agreement.

Contractor agrees to allow County to obtain a Department of Motor Vehicles report of Contractor's driving record.

In order for Contractor to be able to use a private vehicle during the performance of this Agreement, Contractor shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code. Such requirements currently are:

- 1. Fifteen thousand dollars (\$15,000) for single injury or death;
- 2. Thirty thousand dollars (\$30,000) for multiple injury or death;
- 3. Five thousand dollars (\$5,000) for property damage.

Failure to comply with the requirements of this paragraph shall be deemed cause for termination of this Agreement, pursuant to Section III.

- C. Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Contractor shall submit to a pre-employment medical examination through the County's Center for Employee Health and Wellness.
- D. In the event this Contract is terminated for the purpose of making Contractor a regular county employee, Contractor shall maintain all previously achieved rates of accrual, leave balances and benefit date, excluding seniority date.
- E. Contractor shall receive only the benefits and compensation specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for the services required hereunder.
- F. Contractor shall be covered by the County's General Liability and Workers' Compensation insurance coverage during the hours actually worked under this Contract.

VI. CONCLUSION

This Contract, consisting of six pages, is the full and complete document describing services regarding Contractor's rights and obligations of the parties including all covenants, conditions and benefits.

COUNTY OF SAN BERNARDINO

Bill Postmus

Children and Families Commission for San Bernardino County

Fred Aguiar, Chairman, Board of Supervisors

By:

(Authorized signature – sign in blue ink)

Dated: _____

By:

(Contractor Signature – sign in blue ink)

Name:

Delia Barreto

(Print or type name of person signing contract)

SIGNED AND CERTIFIED THAT A COPY OF
THIS DOCUMENT HAS BEEN DELIVERED TO
THE CHAIRMAN OF THE BOARD

Clerk of the Board of Supervisors of the County of San Bernardino

Title:

Accountant

Dated: _____

By: _____

Deputy

Address:

Address on file

Approved as to Legal Form

►
(Ruth Stringer), County Counsel

Date _____

Reviewed by Contract Compliance

►
Lori Ciabattini, HSS Contract Administration

Date _____

Reviewed for Processing

►
Agency Administrator/CAO

Date _____

Auditor/Controller-Recorder Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By